

HERITAGE PRESERVATION REVIEW BOARD
INFORMATION SHEET

2010

The Heritage Preservation Review Board holds a public hearing on the third Monday of the month unless otherwise indicated on the Herndon Town Calendar. Work sessions are held on the Wednesday prior to that meeting. The public hearing starts at 7:00 p.m. and takes place in the Mary Ingram Council Chambers located at 765 Lynn Street, Herndon, Virginia. The work session also starts at 7:00 p.m. and takes place in the Hoover Conference Room of the Council Chambers at the same location.

Although not required, applicants are highly encouraged to attend the work session as their applications will be discussed informally by the Board. Should you or your representative not attend the public hearing to address any issues that the Board may have, the application will likely be denied.

The deadline for filing new applications is approximately 30 days prior to the regularly scheduled public hearing. The completed application, all required materials and the application fee must be submitted no later than 4:00 p.m. on the application deadline date. **Please note that the applications must be complete and that it is the applicant's responsibility to insure completeness. Late or incomplete applications will not be accepted or placed on the Board's upcoming agenda.** Applicants are encouraged to submit their application two to three days prior to the deadline and to have their applications reviewed by Town staff for completeness. Meetings with staff prior to the submission deadline are encouraged and may be arranged by appointment.

HPRB 2010 application deadline, work session and public hearing dates:

<u>APPLICATION DEADLINE</u>	<u>WORK SESSION</u>	<u>PUBLIC HEARING</u>
December 21, 2009	January 20, 2010	January 25, 2010
January 22, 2010	February 17, 2010	February 22, 2010
February 12, 2010	March 10, 2010	March 15, 2010
March 19, 2010	April 14, 2010	April 19, 2010
April 16, 2010	May 12, 2010	May 17, 2010
May 21, 2010	June 16, 2010	June 21, 2010
June 18, 2010	July 14, 2010	July 19, 2010
July 16, 2010	August 11, 2010	August 16, 2010
August 20, 2010	September 15, 2010	September 20, 2010
September 17, 2010	October 13, 2010	October 18, 2010
October 15, 2010	November 10, 2010	November 15, 2010
November 12, 2010	December 8, 2010	December 13, 2010

If you have additional questions or would like to arrange an appointment, please contact the Town of Herndon Department of Community Development at (703) 787-7380. Town offices are located at 777 Lynn Street and are open from 8:00 a.m. to 5:00 p.m., Monday through Friday.